



ECOWAS CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (ECREEE)

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

Project:	West Africa Green Hydrogen Programme
Job Title:	Program Coordinator
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	01 year
Annual Lump-sum Contract:	EUR 48,000.00 – EUR 60,000, payable monthly

Project Background

ECREEE, in collaboration with the West African Science Service Centre for Climate and adapted land use (WASCAL) is currently implementing a Green Hydrogen program. This program is funded by the German Federal Ministry of Education and Research (BMBF) with its partners and a consortium of African research institutions to support West African countries to harness the potentials of green hydrogen production from the enormous renewable energy sources within the African continent. The aim is to support sustainable and economic development in Africa through a viable hydrogen economy.

Hydrogen as fuel for the future has gained global interest in recent years. Today Hydrogen is mostly produced from fossil fuels such as coal, oil and natural gas hence resulting in heavy carbon emissions and the attendant climate impact. Using renewable energy sources such as wind, solar, geothermal or hydropower produce “green” hydrogen which is now seen as a major energy carrier for sustainable energy systems in line with the global climate agenda. Like other renewable energy and energy efficiency services, green Hydrogen can contribute significantly to achieving SDG 7 in the ECOWAS region, promote economic growth and lead the region towards a low carbon trajectory. However, Green Hydrogen technologies and services remain largely underdeveloped in ECOWAS countries due to key barriers that include lack of Policy, legal and regulatory frameworks.

As part of the program, ECREEE as the specialized agency of ECOWAS set up to create favorable framework conditions and an enabling environment for renewable energy and energy efficiency markets by supporting activities directed to mitigate existing barriers is seeking to establish and operationalize a comprehensive and coherent policy, legal and regulatory framework strategy for the adoption and deployment of Green Hydrogen technologies and services in the ECOWAS region. The components of the strategy include resource assessment; mapping and planning; policy; strategy development; information and knowledge sharing; capacity building; and resource mobilization.



ECREEE intends to hire a Coordinator to undertake all program activities including preparation and implementation of activities in all ECOWAS countries in accordance with a roadmap jointly agreed with WASCAL. She/he will report to the Director of Operations, and the Executive Director.

Scope of Work

The proposed scope of work will include the following activities:

- i. Responsible for the overall and day-to-day implementation of the program.
- ii. Develops and delivers programmatic activities planned specifically for the ECOWAS region towards adequate policies and capacity building for green hydrogen development.
- iii. Plan, coordinate, and follow up all the activities assuring timely and economically effective implementation.
- iv. Plan, coordinate, follow up, and actively participate in the procurement and implementation of hired consultancy services for related pre-feasibility and feasibility studies and other studies.
- v. Launch and evaluation of calls for proposals/projects.
- vi. Develop and oversee the identification of needs, design, and delivery of Technical Assistance and organize capacity building training(s) as needed.
- vii. Develop and maintain good collaboration relationship with stakeholders from ECOWAS countries
- viii. Liaise and maintain continuous communication with WASCAL.
- ix. Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive periodical financial and activity reports to WASCAL in line with the Protocol Agreements and other relevant documentation.
- x. Draft a proposal for short and medium term projects and initiatives including comprehensive activities and a clear roadmap regarding green hydrogen development in ECOWAS region
- xi. Participate and coordinate supervision missions with WASCAL; and
- xii. Actively participate in any other activities or additional work as may be assigned by ECREEE Management (Executive Director, Director of Operations, and any other designated supervisor).

Expected Deliverables

Key deliverables that the consultant would be required to produce include the following:

The consultant will provide the following deliverables:

- Inception report and draft project document for the 2024-2027 implementation period, including resource mobilization strategy.
- Draft Annual Work Plans
- Monthly report of tasks performed, and deliverables achieved, including monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month.
- Quarterly interim reports.
- Annual report.

- Monitoring and project progress reports, where required.
- Technical reports on workshops and technical assistance activities, where required.
- Back-to-office Mission Reports, where required.
- Other relevant documents.

Competencies, qualifications, and experience

(a) The Coordinator shall have at least a master's degree in Energy, Engineering, Economics, Finance, Business administration, or similar areas with a strong focus on sustainable energy and:

- i. At least 10 years post-qualification.
 - ii. At least 3 specific experiences in Clean Energy and green hydrogen technologies.
 - iii. At least 5 years' experience as project coordinator.
 - iv. Experience working with ECOWAS institutions would be an advantage; and
 - v. Proven experience in participating in similar donor-funded projects would be an advantage).
- (b) Other required skills and competencies include:
- i. Strong planning, organization and time management skills and ability to manage multiple tasks.
 - ii. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions.
 - iii. Proficiency in preparing and presenting professional reports and analytical papers.
 - iv. Able to communicate effectively in writing or orally to a varied and broad audience simply and concisely.
 - v. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
 - vi. Excellent analytical and organizational skills.
 - vii. Works well in a team.
 - viii. Ability to prepare written documents.
 - ix. Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage).
 - x. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

Duration and Location of Services

The consultant will be engaged initially for 1 year. At the expiration of this, based on her/his performance, s/he may be engaged for up to two more years based on the availability of funding. Extension of the duration of the services shall be subject to mutual agreement between the parties. The services will be provided at ECREEE Secretariat located in Praia, Cabo Verde.

The electronic application contains the following documents:

- Detailed Curriculum Vitae and Cover Letter.
- Track record of assignments of similar scope and focus (list of projects and descriptions).



- Scanned copy of highest university certificate and other technical certifications, licenses and quality standards related to the assignment.

ECREEE reserves the right to discontinue this recruitment exercise.